

## Vehicle/Vessel Disclosure Agreement Application

Use this form to apply for access to vehicle/vessel records or information. Once completed, mail or fax it to:

**Public Disclosure**  
**Department of Licensing**  
**PO Box 2957**  
**Olympia WA 98507-2957**  
**Fax: (360) 570-7895**

Please allow 14 business days to process and respond to your request.

We are committed to protecting personal information. There is no guarantee you will be provided the information. We release information in accordance with the federal Driver Privacy Protection Act (DPPA), and Washington State laws. The DPPA restricts redisclosure of personal information obtained from vehicle records. An authorized recipient may only redisclose information for a permitted use.

<b>1 PRINT OR TYPE</b> Method of access you are requesting			
<input checked="" type="checkbox"/> Internet Vehicle/Vessel Information Processing System (IVIPS) ( <i>Individual record inquiries</i> ) <b>(360) 359-4001</b>			
<input type="checkbox"/> Secure data transfer <b>(360) 902-3673</b>			
<input type="checkbox"/> Electronic Lender Transaction (ELT) <b>(360) 902-3708</b> Service bureau name: _____			
Company/Agency name Reed College Community Safety			
Contact name Nathaniel Douglass	(Area code) Telephone number 5037886684	(Area code) Fax number 5037777234	
Contact name 2 (If applicable) Gary Granger	(Area code) Telephone number 5037777379	email grangerg@reed.edu	
Contact name 3 (If applicable) Nathaniel Douglass	(Area code) Telephone number 5037886684	email douglasn@reed.edu	
Physical address of business (Number and street) 5436 SE 28th Ave			
City Portland		State OR	ZIP code 97202
Mailing address of business (If different) 3203 SE Woodstock Blvd			
City Portland		State OR	ZIP code 97202
email community-safety@reed.edu		website <a href="http://www.reed.edu/community_safety/">http://www.reed.edu/community_safety/</a>	
You are required to provide one of the items below.			
Tax Identification Number (TIN) <span style="background-color: black; color: white;">6a</span>			
Federal Employer Identification Number (EIN) _____			
Washington State Unified Business Identifier (UBI) _____			

**Agency Use Only**

Account number \_\_\_\_\_ ☐ New account ☐ Renewal ☐ Reapply

☐ Approved ☐ Denied ☐ Cancelled ☐ Misuse

**2** Check all that apply to you and/or your business

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Attorney                                 | <input type="checkbox"/> Lien service                           | <input type="checkbox"/> Service bureau for another business<br>Provide business name: _____   |
| <input type="checkbox"/> Auction                                  | <input type="checkbox"/> Marina                                 |  |
| <input type="checkbox"/> Auto manufacturer or agent               | <input type="checkbox"/> Neighborhood block watch               | <input type="checkbox"/> Storage facility  |
| <input type="checkbox"/> Bail bonds                               | <input type="checkbox"/> Newspaper or media                     | <input type="checkbox"/> Title/Escrow  |
| <input type="checkbox"/> Bank or financing firm                   | <input checked="" type="checkbox"/> Non-profit organization     | <input type="checkbox"/> Toll facility   |
| <input type="checkbox"/> Business                                 | <input checked="" type="checkbox"/> Parking enforcement         | <input type="checkbox"/> Towing company  |
| <input type="checkbox"/> Commercial parking company               | <input type="checkbox"/> Private investigator                   | <input type="checkbox"/> Transporter   |
| <input type="checkbox"/> Credit union                             | <input type="checkbox"/> Process server                         | <input type="checkbox"/> Union (non-profit)  |
| <input type="checkbox"/> Data broker/Reseller                     | <input type="checkbox"/> Property mgmt. - Government            | <input type="checkbox"/> Vehicle/Vessel dealer   |
| <input type="checkbox"/> Debt recovery/Collection                 | <input type="checkbox"/> Property mgmt. - Private               | <input type="checkbox"/> I represent a business that will<br>provide information to another party<br>Provide business name(s): _____ |
| <input checked="" type="checkbox"/> Employer/Prospective employer | <input type="checkbox"/> Repossession service                   |  |
| <input type="checkbox"/> Government                               | <input type="checkbox"/> Retail/Store                           | <input type="checkbox"/> Other (explain) _____   |
| <input type="checkbox"/> Guardianship/Trustee service             | <input checked="" type="checkbox"/> School - Private            |  |
| <input type="checkbox"/> Home owner association                   | <input type="checkbox"/> School - Public                        |  |
| <input type="checkbox"/> Hospital                                 | <input type="checkbox"/> Scrap processor or wrecker             |  |
| <input type="checkbox"/> Hulk hauler                              | <input type="checkbox"/> Security services - Government         |  |
| <input type="checkbox"/> Insurance company/agent                  | <input checked="" type="checkbox"/> Security services - Private |  |

**3** Provide a detailed explanation of your primary business activity (exactly what your business does).

Community Safety Personnel are trained to provide emergency medical assistance and to call for police/fire/medical responders when necessary. Community Safety has trained staff to receive and investigate reports of sexual assault and/or refer reports to both internal and external resources. Community Safety staffs the college's switchboard and triages request for most services after hours. Community Safety staff help ensure the safest possible campus through continuing collaboration with the Reed community. Community Safety also enforces college parking policy.

**4** Explain in detail why you need vehicle/vessel information. Give examples. Attach additional pages if necessary.

We routinely have cars parked on our lots that are not registered in our internal database and are in some way in violation of our parking policy. Not having access to owner information means we have to resort to monitoring the vehicle until we can determine ownership or towing the vehicle when we could otherwise avoid such measures.

**5** Redisclosure and/or selling of information

Will you redisclose or sell the information to anyone else? ..... ☐ Yes ☒ No

If yes, which will you do? ..... ☐ Sell ☐ Provide to others

If yes, to whom will you provide the information? Be specific, list all recipients.

If yes, how do you ensure they have a permitted use under the DPPA and Washington state law? Be specific.

If yes, how will you supply the information? Describe.

**6** Owner contact

Will you contact the vehicle/vessel owner? ..... ☒ Yes ☐ No

*Unsolicited business contact for commercial purposes is strictly prohibited.*

If yes, how is contact made? Describe.

Generally we will attempt to find if the owner is on campus for business purposes. In such a case we will make contact in person to explain parking policy. If we are unable to locate the person we will most likely mail the individual a letter letting them know of possible policy violations.

If yes, describe or provide an example of why you would contact them.

We would contact the vehicle owner for repeated or egregious parking violations.

**7** Check all that apply

- ☐ **I represent a Washington State business.** Attach legible copies of:
- your current business license.
  - any/all professional licenses that you possess.
- ☐ **I represent a business outside Washington State.** If your business is not required to be licensed in the State of Washington, attach a legible copy of either:
- your current business license.
  - a letter with a signature of the owner or authorized representative indicating you are their agent. The letter must include your Federal Employer Identification Number (EIN) or Federal Tax Identification Number (TIN).
- ☐ **I am a process server.** Attach legible copies of:
- your current business license.
  - any/all professional licenses that you possess.
  - registration for county jurisdiction(s).
- ☐ **I represent a government agency.** Attach a statement that the information you receive will be used solely for carrying out official agency functions. Print agency name:
- \_\_\_\_\_

- ☒ **I represent a non-profit organization or corporation.**
1. Attach a legible copy of one of the following:
    - Your Articles of Incorporation, filed with the Secretary of State
    - Your Tax Exempt Status from the Internal Revenue Services (501)(c)(3)
    - Other documents reviewed and approved by the Department of Licensing Public Records Officer
  2. Submit a letter with a signature of the business owner or authorized representative indicating you are their agent.
- ☐ **I am an attorney.\*** Attach legible copies of:
- your current business license.
  - your current bar card.
- ☐ **I am a private investigator.\*** Attach legible copies of:
- your current Private Investigator license.
  - your current business license.

**\*Whenever the name or address of an individual vehicle owner is provided to an attorney or private investigator, we will notify the vehicle owner that the information has been provided. RCW 46.12.635(4)**

**8** Answer the following

- Have you attached all the required documents that apply to this Vehicle/Vessel Disclosure Agreement Application? ..... ☒ Yes ☐ No
- Do you agree not to divulge any of the information we provide you to any third party that has not been disclosed on this Agreement Application? ..... ☒ Yes ☐ No
- Do you agree not to use the information for any purpose other than what is stated on this Agreement Application, or approved by us, not to sell the information, and that the information will not be used for commercial purposes by you or by any other individual or organization? ..... ☒ Yes ☐ No
- Do you agree not to use, or facilitate the use of, the information for the purpose of making unsolicited business contact with a person named in the disclosed information? "Unsolicited business contact" means a contact that is intended to result in, or promote the sale of any goods or services to a person named in the disclosed information. .... ☒ Yes ☐ No

Knowingly making a false statement or concealing a material fact required in this request or making false representation to obtain any personal information from an individual's motor vehicle record is subject to federal criminal fines under the DPPA and RCW 46.12.640

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

3203 SE Woodstock Blvd. 4/5/16 Portland, Oregon	<div>PRINT Name Nathaniel Douglass</div> <div>Title Manager of Community Safety</div> <div>Address 3203 SE Woodstock Blvd</div> <div>City, State, ZIP code Portland, OR 97202</div> <div>Signature X Nathaniel Douglass</div>
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CERTIFICATION  
PROGRAM

DEPARTMENT OF THE TREASURY  
INTERNAL REVENUE SERVICE  
PHILADELPHIA, PA 19255

Date: November 24, 2008

000538

Taxpayer: REED INSTITUTE DBA REED COLLEGE

TIN: 6a

Tax Year: 2007

I certify that, to the best of our knowledge, the above-named entity is an exempt organization under section 501(c) (3) of the U.S. Internal Revenue Code, or a religious or apostolic organization under section 501(d), which is exempt from U.S. taxation under section 501(a), and is a resident of the United States of America for purposes of U.S. taxation.

Ivy S. McChesney

Ivy S McChesney  
Field Director, Accounts Management





# REED COLLEGE

OFFICE OF  
THE TREASURER

3203 Southeast  
Woodstock Boulevard  
Portland, Oregon

97202-8199

telephone

503/777-7506

fax

503/777-7775

email

arvinl@reed.edu

April 1, 2016

Public Disclosure  
Department of Licensing  
PO Box 2957  
Olympia, WA 98507

Re: Internet Vehicle Processing System

To The Washington State Department of Licensing,

Reed College is requesting access to Washington State's "Internet Vehicle Information Processing System."

I hereby acknowledge that Nathaniel Douglass is an employee of Reed College. In his role as the College's Community Safety Field Manager, Nathaniel will be the person, requesting access to Washington State's Internet Vehicle Information Processing System.

Thank you,

Lorraine Arvin  
Vice President and Treasurer

# Redaction Log

Reason	Page (# of occurrences)	Description
6a	1 (1) 5 (1)	RCW 42.56.230(5); RCW 9.35.005. Personal Information – Financial Information. Credit card numbers, debit card numbers, electronic check numbers, card expiration dates, social security numbers, bank or other financial information identified in RCW 9.35.005. Information in RCW 9.35.005 is information identifiable to an individual that concerns the amount or conditions of an individual's assets, liabilities or credit: account numbers and balances; transactional information concerning an account; codes, passwords, social security numbers, tax identification numbers, driver's license or permit numbers, state identicard numbers issued by the Department of Licensing, and other information held for the purpose of account access or transaction initiation.